

SECRET

16 - CBU

16 January 1949

TO: KARL "KROBT"
Attn: E

DECLASSIFIED AND RELEASED BY
CENTRAL INTELLIGENCE AGENCY
SOURCE METHOD EXEMPTION 3828
NAZI WAR CRIMES DISCLOSURE ACT
DATE 2007

1. There is forwarded herewith General Administrative Instruction 11/8 dated 8 December 1948. GAI 11 and its supplementary revisions will cover the use of accounting for funds at field stations until such time as otherwise directed by this headquarters.

2. The procedures outlined in Paragraph 14 of these instructions have been adapted to avoid misunderstandings of financial or service agreements between this agency and its contractors. Evidence of existing agreements with such persons should be obtained immediately in the form and manner prescribed in Paragraph 14B and forwarded to this headquarters. In the future these contracts and memoranda are to be forwarded at the time individuals are engaged.

3. In those cases where the contract or agreement requires payment at this headquarters or other station, it will be necessary to forward complete written instructions from the payee as to the manner in which payments are to be effected. No deviations from payee's original instructions will be allowed without prior acknowledgment from this office.

4. Requests for individual payments under these agreements (see Paragraph 14D) should reach headquarters sufficiently in advance of due date to enable payments to be made on time. These requests may be by cable or pouch dispatch.

5. Paragraph 16 contains complete instructions for the reimbursement for travel, per diem and allowances requested in REID 366.

6. All claims for reimbursement for travel expenses and per diem must be forwarded to this headquarters in accordance with Paragraph 16-1. In preparing the itinerary on the voucher you should closely follow the outline in Paragraph 16-K.

7. The "operational area", referred to in Paragraph 16A (3), for your station is Germany and Austria.

8. Several copies of standardized government travel regulations are also enclosed for your use. Each person authorized travel from the station should familiarize himself with the regulations governing such travel.

SPD

BER/njh

cc: OPC File (2) ✓
OPC Chrono JAB Chrono

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